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Amul Recruitment 2023 – Private Jobs – Back Office Assistant r Post

Hiring organization

Amul

Date posted

July 5, 2023

Valid through

31.12.2023

APPLY NOW

Job Location

India

Remote work from: India

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Base Salary

Rs. 22,000 - Rs. 50,000

Qualifications

Graduate.

Employment Type

Full-time

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Description

Amul Recruitment 2023

Sure, here is a professional job description for a Back Office Assistant position at Amul:

Job Title: Back Office Assistant

Department: Administration

Location: Multiple locations

Summary:

We are looking for a Back Office Assistant to join our team at Amul. The ideal candidate will be a highly organized and efficient individual with excellent communication and interpersonal skills. The Back Office Assistant will be responsible for providing administrative support to the back office team, including:

- Processing orders and invoices
- Maintaining customer records
- Handling correspondence
- Filing and organizing paperwork
- Providing customer service

Responsibilities:

- Process orders and invoices
- Maintain customer records
- Handle correspondence
- File and organize paperwork
- Provide customer service
- Other administrative tasks as assigned

Skills and Qualifications:

- High school diploma or equivalent
- 1+ years of experience in a back office or administrative support role
- Excellent written and verbal communication skills
- Strong organizational and time management skills
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office Suite

Experience as a Fresher:

- Freshers can apply for this role if they have a strong academic background and excellent communication and interpersonal skills. They should also be eager to learn and grow.

Benefits:

- Competitive salary and benefits package
- Opportunity to work with a leading dairy company
- Chance to make a significant impact on the company's operations
- Collaborative and supportive work environment
- Opportunities for professional development and growth

Important Links **Find the Link in [Apply Now](#) Button**

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